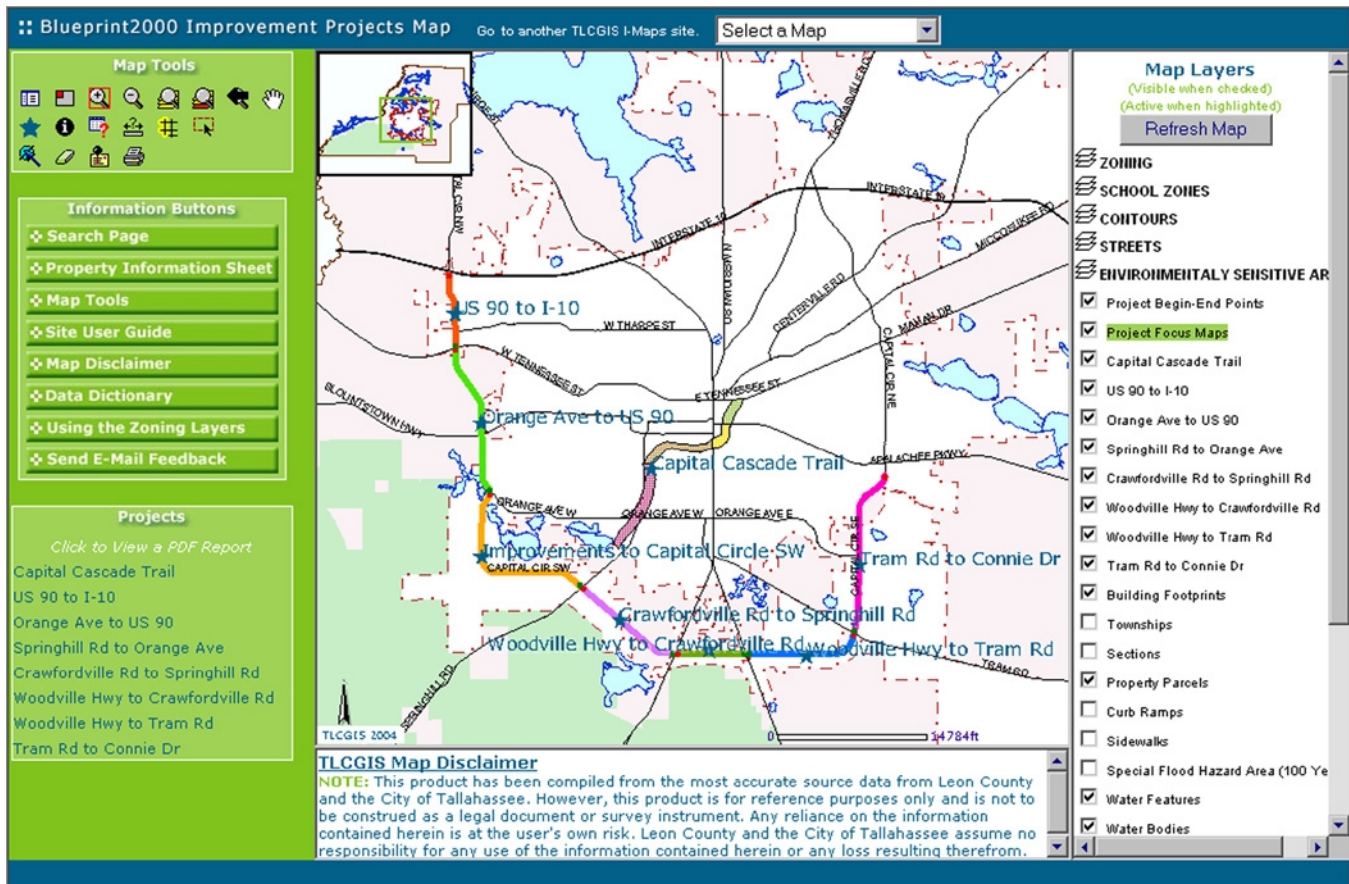# Blueprint 2000 - TLCGIS I-Maps User Guide

Drop-Down Map Selection

You can use this drop-down menu at the top of the page to 'jump' to another I-Maps map (Base Map, Locator Map, Elections Map, or Historic Resources Map). If you have a single specific Property Parcel selected you will be zoomed in to the Property Parcel you have selected and the Parcel will be selected in the new map.

Map Tools and Information Buttons

Map Tools

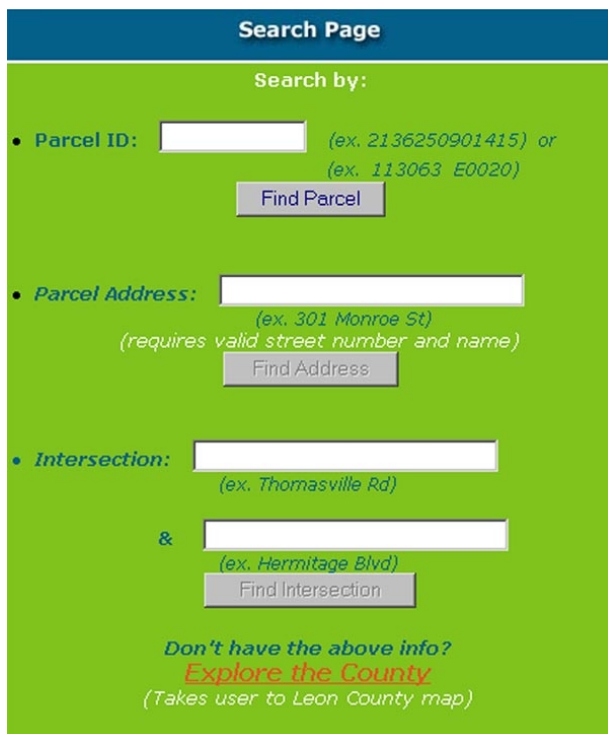The group of small buttons on the top left side of the screen is your **Map Tools**.

For an on-screen explanation of what each tool does, click on the Information Button on the left side of the screen labeled "**Map Tools**."

A new window will open. You will see a short description of each tool. Read this and you will have the basics you need to use the map. Refer back to this help as needed while you explore the functionality of the map, or print the **Map Tools** page for a hard copy reference.

Information Buttons

The large buttons at bottom left of the screen are your **Information Buttons**.

Search Page

This page allows you to go directly to a location on the map using a Property Parcel ID, a Property Parcel Address, or a Street Intersection. If you do not have this information or would just like to go straight to the map and close the **Search Page,** you can choose to *Explore the County*.

To use the **Search Page** by Parcel ID you must know the 13-digit Tax ID number for the property you want to locate. Make sure to type it in leaving spaces if there are blank spaces in the ID number. Click Find Parcel. The Search Page will close and you will be zoomed into the property, which will be highlighted in yellow on the map.

To use the **Search Page** by Parcel Address you must know the house number, street name and street type (e.g., St, Rd, etc.) Type in the address and click Find Address. The Search Page will close and you will be zoomed into the property, which will be highlighted in yellow on the map.

To use the **Search Page** by Intersection you need the street names and street types of the two streets that intersect. Type the names of the streets into the boxes and click Find Intersection. The Search Page will close and you will be zoomed into the intersection, which will be shown with a red dot on the map.

The map will then zoom in to the property or intersection you searched for. In the results window at the very bottom of the screen, below the map, the property's 13-digit Tax ID number will be highlighted in blue. Click on this to go the property record on the Leon County Property Appraiser's web site.

TLCGIS I-Maps Property Information Sheet

Search Page

Search by Property ID:
(13 characters - ex: 2136250901415)

[ ]

[Return Info]

Search by Property Address:

House Number: [ ] (ex: 213)

Street Prefix: [ ] (ex: N, S)

Street Name: [ ] (ex: Call)

Street Type: [ ] (ex: Rd, Dr)

Street Suffix: [ ] (ex: N, S)

Apt No: [ ] (ex: B, 102)

[Return Info]

NOTE: This product has been compiled from the most accurate source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Close Window

✧ Property Information Sheet

The **Property Information Sheet (PIS)** displays a small map of a parcel and information about taxes, valuation, school zones, elected officials, and more that you can print to a letter-sized page. The "**Property Info. Sheet**" button opens the **Property Information Sheet Search Page**. If you have a single Property Parcel selected on the map and you click on the **PIS**, the **PIS Search Page** opens with the selected Property Parcel

[Return Info]

ID filled in. Just click the "**Return Info**" button and the **PIS** for the selected property parcel will open.

To use the **PIS Search Page** by **Property ID** you must know the 13-digit Tax ID number for the property you want to locate. Make sure to type it in leaving spaces if there are blank spaces in the ID number. Click "**Return Info**". The **PIS Search Page** will close. A new page will display data, a location map and hyperlinks for the given property.

To use the **PIS Search Page** by **Property Address** type in as much of the address as you know. If you only have part of the address, fill this in and click "**Return Info**". The **PIS Search Page** will close. A new page will display data, a location map and hyperlinks for the given property or a list of address choices. If your address was not complete and you get the list

[Select]

of choices, "**Select**" the more complete address from the list. The list will close. A new page will display data, a location map and hyperlinks for the given property.

[Print Preview]

Click the "**Print Preview**" button to view and print the **PIS**. At any step of the process you can click the

[Back to Search]

"**Back to Search**" button at the bottom of the form and go back to the last screen.

✧ Map Tools

This button opens the "**Map Tools**" page, which explains what each tool does.

✧ Site User Guide

The "**Site User Guide**" button opens this document

✧ Map Disclaimer

The "**Map Disclaimer**" button opens a new window. This document tells you that the data on the map is the best quality data available but to rely on your own judgment and common sense when using this data.

TLCGIS I-Maps Map Disclaimer

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[Print this Document!]

Close Window

Data Dictionary

The next button down opens a detailed "**Data Dictionary**" that tells you specifically about each layer of data you may see on the map. It documents things like the scale the data was created at, the scale at which it is intended to be used, the original source of the data, and a contact for any questions regarding the data.

TLCGIS I-Maps Data Dictionary

General Data Information
Contact Organization:
Tallahassee-Leon County GIS

Position:
GIS Specialist II

Phone Number:
(850) 488-2818

Spatial Reference Information
Coordinate System:
State Plane
Map Projection:
Lambert Conformal Conic
Zone:
Florida North (Zone 3576, FIPS 903)
Datum:
HPGN (NAD83 with HPGN adjustment)
Units:
US Survey Foot (1 US Survey Ft = 1200/3937 meters)
Spheroid:
GRS 1980

For a complete version of the TLCGIS Data Dictionary please visit www.tlcgis.org

Map Layers

Zoning
Zoning
Special Development Zones
Historic Preservation Overlay

School Zones
Elementary Schools
Middle Schools
High Schools

Contours
Contours

Streets
Road Edges
Major Streets
Street Segments

Environmentally Sensitive Areas
ESA Wetlands
ESA Waterbodies
ESA Watercourses

Blueprint 2000 Improvement Projects
Building Footprints
Townships
Sections
Property Parcels
Curb Ramps
Sidewalks
Special Flood Hazard Areas (100 Year)
Water Features
Water Bodies
State Parks
County Parks
City Parks
Major Lakes
Tallahassee City Limits
Apalachicola National Forest
Leon County Boundary

Zoning

Using the Zoning Layers

This button opens a detailed **zoning specific** "**Data Dictionary**" that tells you how to use the Zoning, Special Development Zone, and Historic Preservation Overlay layers you see on the map.

TLCGIS I-Maps Using the Zoning Layers

NOTE:
The ZONING layer should always be used in conjunction with the SDZ (SPECIAL DEVELOPMENT ZONE) layer and the HISTORIC PRESERVATION OVERLAY (HPO) layer. These layers have an effect on zoning restrictions.

Zoning
Identification Information
Data layer name: ZONNING
Purpose: Provides zoning boundaries used in the creation of the Official Zoning Atlas of Tallahassee and Leon County, Florida.
Feature Type: Polygon
Use Constraints: Use at scales 1:1,200 and smaller.

Contact Organization: Tallahassee-Leon County Planning Department
Phone Number: (850) 891-8649

Data Quality Information
**Original Source of Data Layer:** Tallahassee-Leon County Planning Department
Original Creation Date: March, 1999

Zoning Codes used in the Official Zoning Atlas of the
Tallahassee-Leon County Planning Department.
Categories current as of July 28, 1998.

	CODE	DEFINITION	CITY	COUNTY
1.	AC	High Intensity Activity Center	y	y
2.	BC-1	Bradfordville Commercial 1		y
3.	BC-2	Bradfordville Commercial 2		y
4.	BCS	Bradfordville Commercial Services		y
5.	BOR	Bradfordville Office Residential		y
6.	C-1	Neighborhood Commercial	y	y
7.	C-2	General Commercial	y	y

The button at the bottom is a handy way to "**E-Mail Feedback**" about the map to the TLCGIS staff. It opens a blank e-mail form that is already addressed to the TLCGIS Web Mapping staff and your return address. Just fill in the body of the e-mail form with your comments and hit Send.
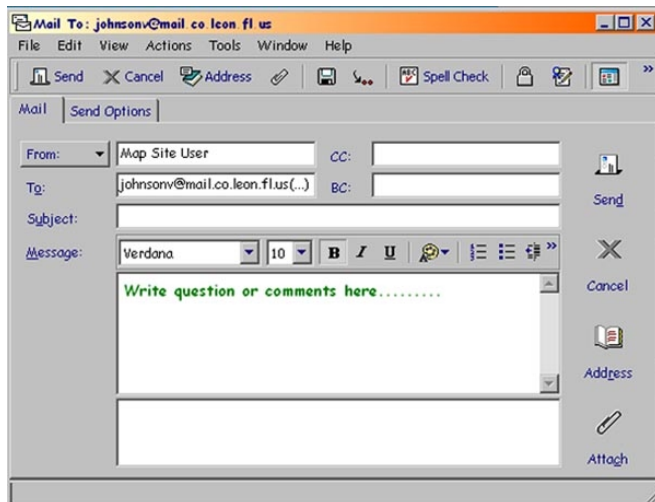
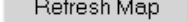## Layers and Legend

Layer List

Map Legend

The area of the main window on the right side of the screen shows the "**Map Layers**." "Layers" are the different sets of data you can select to show on your map.

The layers are "scale dependent", meaning they only show up at the scale they are best viewed at. As you "zoom in" on the map more layers will become visible on the map.

Similar layers are grouped under drop-down folders. Click on the folder symbol to expand the list of layers in the group.

Layers that are currently shown on the map, or are visible, have a check in the square box to the left of the layer name. To turn on additional layers or to turn some of the layers off, just click in the square box to the left of the layer name and then click one of the

"**Refresh Map**" buttons *(which are located at the top and bottom of the layer list).*
The map will redraw to reflect the changes you've made.

A layer name highlighted in yellow (such as Project Focus Maps shown in the graphic above) indicates the "active" layer. The "active" layer is the layer that you can currently select features on and view the attributes (information) about those features. Only one layer can be "active" at a time. To change the "active" layer, click on the layer name. You do not need to click the "Refresh Map" button for the layer to become "active."

Map Tool Details

The map tool at the top left of the map tools group "**toggles**" between the layers list and the map legend. The "**Map Legend**" is a reference to what each color and/or symbol on the map represents. The "**Map Legend**" will only show those layers currently displayed on the map.

Overview Map: This tool "**toggles**" the small Overview Map on the top left corner of the Main Map on and off.

Zoom In: Click on the "**Zoom In**" tool on the left side of the screen. It looks like a magnifying glass with a plus sign on it. Now you can hold down the left button on your mouse and "click and drag" anywhere on the map and the map. The map will zoom in to that area. Keep using the "**Zoom In**" tool until you see some additional streets start to show up. You may have to zoom in several times before this happens. Experiment with turning some of the layers on and off. Don't forget to click the "**Refresh Map**" button at the top of the "**Map Layers**" list if you turn layers on or off!

Zoom Out: To zoom out, click on the "**Zoom Out**" tool then "click" on the map to zoom out.

Zoom to Full Extent: Click on this tool and the map will zoom out to the "**Full Extent**" of the map data or the view you saw when the map window first opened.

Zoom to Active Layer: Click on this tool and the map will zoom to the extent of the layer that is "**active.**"

Zoom to the Last Extent: Click on this tool and the map will go back to the "**Last Extent**" that was showing or the previous view.

Pan: To move around to different parts of the map or pan, click on the "**Pan**" tool. It looks like a hand. Click the tool on the map, holding the left mouse button down and dragging the map in the direction you want to go. Repeat this process until you have located the area of the map you want.

Hyperlink: Make sure the "Project Focus Maps" layer is "**visible**" (box checked) and "**active**" (highlighted in green). Click on this tool then click on the star symbol on the map to open a .pdf map for the given project in a new window.

Identify: You can get information about specific features (feature attributes) by using the "**Identify**" tool. First make "**active**" the layer you want to retrieve information from. Note that only one layer can be active at a time. That layer name will be highlighted in green. Next, click the "**Identify**" tool, and then click on a specific feature in the active layer on the map. Data about that specific feature is displayed in the window at the bottom of the screen. For example make the Property Parcels "active". Use the "**Identify**" tool to see the information such as the Tax ID number, ownership data, and site address.

Query: First make the layer you want to query "**active**" by clicking on the round check box to the left of the layer name. Next click the Query tool.

From the "Field" dropdown list select the field you want to query against. From the "Operator" dropdown list choose the operator you want to use. Type the value you are looking for in the "Value" field or click the Get Samples button and you will get a drop down list of the values in that field. After you have constructed the query string you want click the "Add to Query String" button.

You will see the string appear in the bottom box. Then click the "Execute" button to execute the query. You can create more complex queries by using the additional operators AND, OR, NOT. Whatever expression is in the lower box is the only thing that is included when you click the "Execute" button. If you are very familiar with the data you can type a query directly in the lower query expression box.

Measure: This tool requires a little 'patience.' You can use this tool to measure distances on the map. Click on the tool to make it active. You will see two boxes at the top left of the map, "**Total:**" and "**Segment:**". Click on an endpoint of the feature you want to measure on the map. It may take a second but a green dot will appear where you clicked. Click on the second endpoint of the feature you want to measure. Once the green dot appears, the "**Total:**" and "**Segment:**" boxes will be filled in with the distances. If you want to keep measuring the same feature, keep clicking and waiting for the dot to appear. When you are finished measuring a given feature, double click on the last endpoint. You can click on the "**Clear**" tool to clear the green dots and the "**Total:**" and "**Segment:**" boxes.

Buffer: To use the "**Buffer**" tool you must first have features selected on a layer using the results of a search, the "**Select by Rectangle**" tool or the "**Select by Line or Polygon**" tool. Once you have features selected, click on the "**Buffer**" tool and the window at the bottom of the screen will look as follows.

Choose a layer to perform the buffer on from the pull-down list on the left (Highlight features from), then choose the units of measurement you would like to use from the pull-down menu on the right. Finally enter the distance for the buffer in the middle box (within a distance of). Click to put a checkmark in the Display Attributes box. Then click **Create Buffer**.

The resulting buffered features will appear in a pink or red color. The resulting feature attributes will be displayed in a table in the window at the bottom of the screen. You will also see a "**Save Table**" button at the top of the results table.

Clicking this button saves the buffer results table into a Microsoft Excel Comma Separated Values File or .cvs file so that you can download the results table to your local drive. Click **Download Text File** then navigate to the location you want to save the file. You can rename the file before you save it to something more meaningful.   The file can be opened in various text editing, spreadsheet, and database software programs.

NOTE:
The csv (comma separated values) file that is created will not import correctly into Excel when "double-clicked". The reason for this is that Excel applies "general" formatting to all fields when a csv file is opened in this manner. The correct way to open it is to open an instance of Excel and a workbook then use the import wizard by going to Data|Import External Data|Import Data and following the prompts, set the first field format to text.

Below is a link to a VBscript that will do this for you. It should be **saved** to the same folder that you download your "junk.csv" file. When you double-click this .vbs file it will bring up Excel on your computer and import the file "junk.csv" in the correct format. Works with Excel 2002! Requires Windows Scripting Host 5.6

Data Import Script

Select by Rectangle: Make sure the layer containing the features you want to select is "**active**" or highlighted in green in the layer list. Click on this tool, then click and drag a rectangle around the features on the map that you want to select. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen.

Select by Line or Polygon: Once again make sure the layer containing the features you want to select is "**active**" or highlighted in green in the layer list. Click on this tool and the window at the bottom of the screen will look as follows.
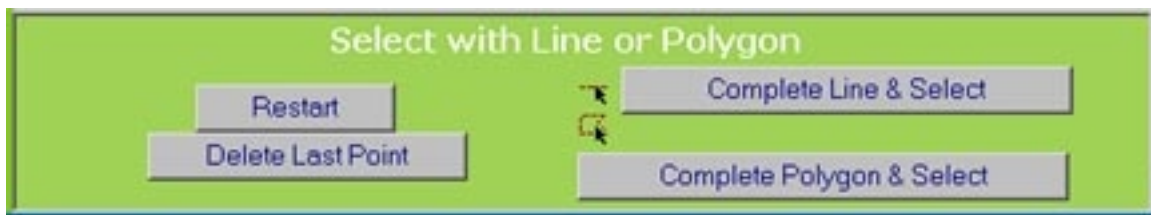
To select by "**line**" click to place a blue point on the screen and continue placing points on your line. If you place a point that you do not want, click the **Delete Last Point** button to undo the last point placed. Click on the **Complete Line & Select** button to select the features under the line. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen. To make another selection, click the **Restart** button to clear the selected features and start over.

To select by "**polygon**" click to place a blue point on the screen and continue placing points on your polygon. Then click on the **Complete Polygon & Select** button to select the features under the line. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen.

Clear: This tool "**Clears**" or un-selects the selected features and/or graphics on the map.

Locating a Specific Address

Locate Address: This tool provides the same functionality as the **Search Page.**
Use the **"Locate Address"** tool (near the bottom of the tool group; it looks like an envelope with a pushpin on it) to find a specific address on the map. Once you click the **"Locate Address"** tool, some boxes show up at the bottom of the screen.

The first box, called "**Layer**", is a drop-down list with two different ways for you to find addresses.

1. Street Intersections: To locate an intersection click on the "**Locate Address**" tool. By default, the "**Streets**" choice is active, so simply click in the "**Street**" box and type a street (Tennessee St), then click in the "**Cross Street**" box and enter a second street (Ocala Rd). Then click the **"Locate"** button. The map either labels and displays the intersection, or gives you a list of possible matches to select from (click the blue number on the one you want).

2. Parcel Addresses: Use this to find a specific address using the property parcel database. After clicking on the "**Locate Address**" tool, click on the drop-down arrow in the "**Layer**" box. You will see a choice of "**Property Parcels**." Click on this choice and then you MUST click on "**Select Layer**." That is easy to forget, but you have to do it! Next, simply click in the "**Street**" box (the white box), type the address, and click "**Locate**." This method of locating an address relies on closely matching the address you enter with the official address listed in the Property Appraiser's database.

Print: Once you have the map looking the way you want on the screen, simply click the **"Print"** tool. A new print interface appears at the bottom of the screen.

You can give your map a custom title and sub-title. Choose a paper size using the drop-down list of paper size choices (8.5x11, 11x17, 22x34, and 36x48). Note that you must have a large-format plotter in order to print maps that are 22x34 or 36x48. Choose an optional map scale from the drop list of 10 scale choices (1":100 ft, 1":200 ft, 1":300 ft, 1":400 ft, 1":500 ft, 1":800 ft, 1":1000 ft, 1":2000 ft, 1":1 mile, 1":10 miles). If you don't select a scale, the map will print close to what you see on your screen.

Then click on **"Preview Layout."** A new window opens, showing the map available to print. Using the Microsoft Internet Explorer "**File**" and "**Print**" menu choices, select the printer or plotter, you want to use first. Then make sure to set the printer properties to the paper size you chose for the map and "landscape" page orientation. Then click "OK" to send the layout to the printer. If you select 11x17 to be printed to a printer rather than a plotter, you will likely have to manually feed an appropriately sized sheet of paper into the printer.